

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 1, 2008**

PRESENT: TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Carl Knapp, George Malette, Nick Manolis, Frank Campana, Don Burke, Sherry Burdick, Phil St. Cyr, Tina Connor, Gregory Begin, Donna Osborne, Jan Snyder, Jeff Spring

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. Frank Campana requested that the Board continue to include the salaries of all town employees and their bonuses in the Town Report.

DEPARTMENT HEAD – Mr. Carl Knapp informed the Board he receive a letter from the State regarding the Highway Block Grant. The town will be receiving \$247,752.26, which means \$152,247.74 will need to be raised by taxation. Mr. Knapp said he has 3 different quotes from 2 companies for the architecture work requested by the BOS. The bid includes schematic architecture design, reviewing building code and life safety requirements and presentation style floor plan for \$1,100. One bid only provided hourly rates; SEA has a grand total from start to finish for the entire project. Mr. Knapp said he asked the firm from Goffstown that only gave hourly rates for more specific numbers.

PRIMEX UPDATE ON PROGRESS OF SAFETY ISSUES – Mr. Nick Manolis, from Primex, said the town has come 360 degrees from a discussion a year ago in October 2007 when the town wanted a multi year agreement for Property and Liability and did not qualify. The Board met with Primex in March and it was discussed that the town was making progress towards qualifying for the multi year. Mr. Manolis said Primex is comfortable with the town's progress and is offering the town a multi year agreement and discount. Mr. Manolis commented that in most cases the town has made progress, but in some areas they have not.

Mr. Phil St. Cyr said it has been a pleasure working with the town of Weare for the past 2 years and paid tribute to past and present Board members. Mr. St. Cyr said they have demonstrated commitment towards safety in the workplace and maintaining town properties. Mr. St. Cyr said Primex as a risk management provider offers free training. Mr. St. Cyr the improvement in the town really equals lower cost coverage. Mr. St. Cyr said he has a refund check for \$3,115.00 to offer the Town of Weare due to obtaining the multi year agreement. Selectman Kurk asked Mr. Manolis what areas still needed improvement. Mr. Manolis said there are things that still need to be cleaned up with property and liability. Mr. Manolis said the important thing is they have the 3 year agreement and to keep up the good work and costs will continue to go down.

MEETING MINUTES

Selectman Kurk moved, Chairman Clow seconded to accept the minutes of November 10, 2008 as written. Passed 4-0-1

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Selectman Kurk moved, Vice Chairman Clark seconded to accept the minutes of November 15, 2008 as written. Passed 4-0-1

Selectman Kurk moved, Chairman Clow seconded to accept the minutes for the morning meeting to set the tax rate on November 17, 2008 as written. Passed 3-0-2

Chairman Clow moved, Vice Chairman Clark seconded to accept the minutes of November 17, 2008 as amended. Passed 3-0-2

MANIFESTS

Chairman Clow moved, Vice Chairman Clark seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated December 4, 2008. Passed 4-0-1

Accounts payable	\$412,154.71	(Trustees \$287,500.00)
Gross Payrolls	<u>\$42,132.29</u>	(includes Spec Detail, Credit Union, Taxes)
Total	\$454,287.00	

Mr. Fred Ventresco said there was a reimbursement check included in the last Manifest that was not approved. Mr. Ventresco said he was told to hold the check but was not clarified why. Selectman Butt asked if this was addressed through homeowners insurance. Mr. Ventresco said it was discussed, but the employee was on duty. Selectman Butt asked if there was additional information being provided. Chief Begin said the only additional information he has is a letter from Officer Carney who was on the scene. Chief Begin said the item lost was a wedding band. The policy CCEAO is the entity that certifies Police Department to be nationally accredited. Chief Begin feels that under the personal clothing section it covers watches and wedding bands; no officer is going to take his wedding band off before he goes to work. The Town of Weare is not accredited but they do use the same policy which is accepted around the nation. Vice Chairman Clark asked how they know that this policy has been accepted because there are no signatures. Chief Begin said it is signed by him. Selectman Butt read the section of the policy and said it very specifically lists items but does not list a ring. It was discussed that the ring fell off the officer during a domestic call. Chief feels they would be setting a terrible precedence to not reimburse this item.

Mr. Ventresco said he discussed the situation with the negotiator and he said without a doubt that it is not included in the CBA. Selectman Butt said it states items that are necessary to the officer's performance. Mr. Ventresco said the negotiator was pretty clear it was not in the union contract. Selectman Kurk asked if a female officer wore her diamond ring and something happened to that diamond would they be responsible for it? Vice Chairman Clark said jewelry was discussed in the policy in a different section. Chairman Clow feels a wedding ring is not usually something that someone takes off. Chairman Clow said when this was originally discussed it was an issue because they did not know the policy even existed. Selectman Butt said it was a SOP that was attached to the information provided to them. Vice Chairman Clark asked if the ring fell off because the officer was involved in a situation or did it just fall off. Chief Begin said it was a domestic issue in which an ambulance was involved and the officer later noticed his ring was missing. Selectman Butt said if the ring was loose than there should be some accountability of the individual. Chief Begin feels this falls under the personal clothing because a wedding ring is something people don't usual take off. Mrs. Tina Connor said the reason she questioned the reimbursement was because there was only 1 receipt included and there was no receipt to compare the value. Mr. Ventresco said he does have the receipt now. Chairman Clow said in approving the manifest on the 24th the check number and amount were noted in the minutes and the amount was included in the motion, but it was definitely not approved in that motion. Selectman Butt asked if they had a copy of the Collective Bargaining Agreement. Chief Begin said it has nothing to do with the Collective Bargaining Agreement. Selectman Kurk feels badly that this happened to the officer but does not see this as an obligation of the tax payers.

Chairman Clow moved that they bring the issue of the lost ring and reimbursement up for reconsideration; motion was not seconded.

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Vice Chairman Clark asked Mr. Knapp why there was so much overtime. Mr. Knapp said it was due to bridge work and covering employees who were out at the Transfer Station.

BUILDING COMMITTEE BUDGET RECOMMENDATIONS – Mr. George Malette brought forth the following recommendations from the Building Committee.

\$35,000 for a needs assessment for the Town Office Building and the Town Hall which was brought forth last year and was discussed with CIP that it should be brought forth again. Selectman Butt said he does not recall the discussion.

\$20,000 Emergency Repair Reserve Money

\$25,000 establish an amount of money for yearly maintenance

All building projects listed in last years report are still planned to be completed.

Clinton Grove

\$10,000 new metal roof and all related work for the bell tower

\$5,000 empty out cellar and crawlspace to take measures to control the moisture

Mr. Malette said the paint is peeling and there are spaces in the foundation that could be affecting the paint and these issues need to be properly addressed. Selectman Butt asked if these quotes were from estimates from professionals. Mr. Malette said they worked out the estimates themselves. It was discussed there is a tin roof which is currently leaking and plaster is falling and decaying.

Chairman Clow said they hope to get some determination on the funds still in litigation which involved \$50,000 for Town Hall improvements and \$50,000 to be applied towards improvements on Clinton Grove.

Stone Memorial Building

\$2,500 new high quality tight storm windows

\$400 main door add weather stripping and a deadlight

\$15,000 replacement of existing boiler

\$4,000 new copper caps for the two chimneys

Selectman Butt commented on the estimate of \$15,000 for painting the exterior and ornate trim. Ms. Sherry Burdick said the actual bid was for \$2,000. Selectman Butt commented on the accuracy of the estimates and said over estimating is just as bad as under estimating. Selectman Butt commented on the issue not being properly investigated. Chairman Clow said the problem is that they are relying on the volunteers for all the work and the gathering the estimates. Chairman Clow said he is in favor of supporting the fund. Selectman Lacasse said during construction you find things that you didn't know existed, therefore estimating is difficult. Selectman Butt wants to make sure the numbers are accurate. Mr. Malette commented that the Building Committee estimates have come in less on the majority of their original estimates. Selectman Butt said the repair and the paint of the ornate trim was estimated last year at \$15,000 but now Mr. Malette is saying \$4,000. Chairman Clow said when the Building Committee came before them last year they discussed possibly having to do a whole new mold but it was determined that did not need to be done. Ms. Burdick said Mark Reed, a painter for 30 years, got up on the roof and feels the trim is salvageable. It would have had to be remolded to create a new piece.

Chairman Clow said they should go through the new recommendations and then Mr. Malette can go back and review what was done from last year.

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Town Hall

\$2,500 new high quality tight storm windows

\$2,500 paint handicap ramp, railing and exterior building trim

\$10,000 new roof and related work on Bell Tower

\$5,000 repair and weather strip existing doors, do not meet state code

\$30,000 new exterior doors and hardware, would meet state code (oversized, custom doors)

\$15,000 replace existing boiler

\$5,000 work in crawlspace, including moisture control

Town Office Building

\$5,500 repair, update, paint handicap ramp, railing and exterior trim

\$40,000 complete Fire Marshall Report projects

\$25,000 Optional hallway project

Vice Chairman Clark asked is it was possible to include the refinishing of the floors in the Town Office Building. Mr. Malette said they were concentrating on the necessary repairs not just cosmetics. Mr. Malette said from the old list there is approximately \$100,000 worth of items that were not taken care of. Mr. Malette said they would be looking for the tax payers for \$100,000. Selectman Butt said the Building Committee submitted a \$300,000 request to CIP to put in an elevator to access the second floor in the Town Office Building. Mr. Malette said the list in front of them does not include estimates for any other buildings that involve other departments (police, fire, and library). Mr. Malette said the Building Committee has run out of time. In the future they need to hire an employee to oversee these projects. Mr. Malette said this list is for repairs and maintenance.

Mr. Malette commented that in the Fire Marshalls Report the Selectmen's Conference Room needs a second egress. This item is not on the above list because it is not a repair item it is a capital item. Mr. Malette said the elevator will not lose its value because the need will always be there to access the 3rd floor. Selectman Butt asked if the Building Committee is requesting this being a separate warrant article. Mr. Malette said yes.

2009 BUDGET DISCUSSION (CONTINUATION)

Police Department Budget – Chairman Clow said they went through this budget in one pass and in doing so found they needed some answers to some questions. Mrs. Tina Connor said she emailed Chief Begin the changes that they made.

The Board reviewed wages and looked at not having a Deputy Chief anymore and transferring funds from one line to the other. The Deputy Chief's salary was \$47,000 and was included in the part time officer's line. Selectman Kurk said she understands the rationale but other towns don't have Deputy Chiefs. Selectman Kurk said at this point they have not put in any increase in any employee lines. Selectman Butt said they should not be moving that money around, it should be reflected in the bottom line. Selectman Butt commented on there being a reduction in officer part time wages. Chairman Clow said Mrs. T. Connor should have a print out of the detailed report. Mrs. T. Connor said as of November 26th \$55,182.82 is the total spent for the part time officer line. Selectman Butt asked if they take the \$96,000 and subtract the Deputy Chief's salary out to get the true part time officer number. The \$55,182.82 does include the Deputy Chief's salary to the point employment was ended. There are 2 part time officers for the entire year and there has been a vacancy for a part time officer for 8 months. Chief Begin said in front of them is the projected costs for 2009. Chief Begin said he will utilize the part time officers as much as possible before giving overtime to the full time officers. Chief Begin said he will be coming to the Board with recommendations to hire. Chairman Clow said the sooner they fill the part time officer's positions then the sooner they can eliminate overtime. Chief Begin said the first 8 months are for academy and training which still leaves the

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position vacant but they still need to pay them. Chairman Clow commented on the full time secretary for \$28,620. Chief Begin said he would like to hire a receptionist part time \$16,000 (24 hours per week). Chief Begin said there was a warrant article for a custodian for the Police Department and he is trying to put it in his budget again. Selectman Butt said they were discussing having a full-time custodian for all the town buildings and said it is hard to put that cost in the Police Department budget. Selectman Butt said they should discuss changing the custodian from part time to full time.

Overtime – Chief Begin said in order to keep 24 hour coverage 7 days a week, 2 cars is the only safe way to go. Chief Begin said domestic and assault calls need 2 officers. Chief Begin said the only shift he does not cover with overtime is the day shift. Selectman Kurk said in 2007 \$83,000 was spent in overtime and asked if covered all shifts. Chief said no, 2am-6am there was no coverage because someone was at the academy and the state was called. Chief Begin said he left an outstanding note that if the state was going to be more than one half hour to respond on a call then the Chief would be called to respond. Selectman Butt said in looking at the numbers, if another officer was hired it would bring down the overtime line. Selectman Butt said he did not realize the 2 additional night officers would warrant so much overtime. Chief Begin said if they put out a warrant article we would not reap the benefits until 2010. If they were to hire someone that was not certified it would not help overtime. Chairman Clow commented on there being a lot of overtime for the canine officer. Selectman Butt said canine training and care comes out of the overtime line and they were not originally aware of that. Selectman Lacasse asked how they could reduce the overtime costs. Chief Begin said you could choose not to cover some of the shifts. It was discussed that the town voted for 2 additional officers and the debate at town meeting was based on 3rd shift, although it was not worded that way in the warrant article. Chief Begin said once every officer is trained and on the shift by himself you could reduce the overtime by \$20,000. Selectman Lacasse questioned officers working 80 hours per week and how effective an officer would be. Chief Begin said for every full time officer out there that is fully trained he thinks they could reduce the overtime by \$20,000. Selectman Butt asked if they dropped the 3rd shift would eliminate the overtime? Selectman Lacasse asked if there were certain nights of the week that warrant less coverage. Chief Begin said Tuesday nights are usually domestic calls between midnight and 2:00 am. Chief Begin said the possibility of not having the 3rd shift coverage would be taking a step back. Chief Begin said he would always like to have 2 officers on until 2:00 am. Selectman Kurk said they are facing problems with the economy. Selectman Butt said they are obviously way over budget and asked how they get it back into a controllable situation. Chief Begin requested \$53,000 in the default line for overtime and used \$83,000. Selectman Butt said they will need to look at the true default number. Chairman Clow said to average the past 3 years of overtime. Selectman Butt said the overtime money is wasted money and feels it could be better directed within the department. Selectman Butt said the overtime is not benefiting the department and could be better spent in adding personnel. Vice Chairman Clark asked how many patrol officers the town should actually. Chief Begin said they should have 14 officers but they actually have 9. Selectman Butt said they need to decide which way to move. Selectman Lacasse asked if they should consider eliminating the coverage of the shifts causing the overtime. Selectman Butt said he is not sure how that would help them now. Chairman Clow said the figure they discussed asking for from DRA included projections of overtime.

Selectman Kurk questioned health insurance going up 38%. Chief Begin said an employee that was getting a buyout was now taking health insurance and another employee is getting married.

Selectman Kurk asked Chief Begin about reducing telephone costs. Chief Begin said they signed a new contract with Verizon that should keep the cell phone bill at \$500 a month compared to the \$1,800 a month current bill. Selectman Butt asked how many cell phones the department has. Chief Begin said there are 7 cell phones. Mr. Ventresco said he spoke with Granite State Telephone and he was told there will be no increase.

Building Maintenance – to repair garage doors, lights and ballasts that need replacing and to spray outside of the building to remove mold.

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Contracted Services – IMC computer costs taken out and should be in computer maintenance line.

Line 530 – Chief Begin said this line is for things they can't get through police training in house; handwriting analysis.

Line 533 – wiped out

Line 616 – CIP brought down to \$3,000 from \$4,000

Line 617– Chief Begin does not like taking money out of this fund and having to relay on a CRF to fund.

Chief Begin said Mr. Ventresco asked him to look at current fuel usage for 2008 so far 8,248.4 gallons have been used and estimated 10,304.5; there are some shifts not being covered which should be an additional 2,200.0 gallons. Based on \$3.00 per gallon

Maintenance, repair and tires expenditures - budgeted \$18,000. Chief Begin said it costs \$3,500 to change the tires on the fleet from summer to winter. Selectman Butt commented on the vehicle rotation plan being helpful. Chief Begin would like to have this line be at least \$15,000. Selectman Butt said there are things that effect the operation of the department that are not being put into the proposed.

Chairman Clow asked Chief Begin if he was going to be proposing to the Board the need for an additional police officer. Chief Begin said he realizes in the economy things are too tuff to ask for this request. They will wait until 2010. Unless the Board feels they can sell the point that an additional officer is actually more cost effective than paying overtime. Chief Begin said he plans on placing a part time officer on nights for Friday and Saturday to help eliminate overtime.

Vice Chairman Clark questioned uniform allowance. She commented on this being a contracted service and asked how it could be over. Chief Begin said sometimes they need to purchase new uniforms.

Chairman Clow asked the Board to continue the budget portion of the meeting on Saturday morning.

Ms. Jan Snyder said she told Mr. Ventresco she was coming in to clarify something in the minutes. Ms. Snyder said a lot of times there is a question that is brought up and sometimes the public does not know the answer. She wants to clarify that the Bridge Bond Projects run through the General Fund, but that the auditor has broken it into a separate fund, Bridge Fund, of \$320,000 and that the fund balance of \$1.4 million is correct. Ms. Snyder said she is disappointed that she asked for the copy of the tape of the meeting and has not received the copy. Mr. Ventresco said he did speak with Mr. Will Ottery about getting a copy. Mr. Ventresco said he told Ms. Snyder that he would loan her the copy that they keep in the Selectmen's office. Mr. Ventresco said they don't have the capability to copy without getting someone in to do so.

Mr. Ventresco said discussed that the Board wanted him to get commercial sized companies to bid on the lawn care services and have the ones that submitted resubmit their bids. Mr. Ventresco said when the BOS decided to reject all those bids it started the process all over. Chairman Clow said the companies that already submitted a bid can modify their bids.

Mr. Ventresco told the Board that surrounding towns are giving their employees the day after Christmas, which is a Friday, off. Mr. Ventresco said that the employees are requesting the day off. Vice Chairman Clark said they can use their banked time. Mr. Ventresco said they are asking for it as a holiday and several employees have already put in for the day off. Selectman Butt feels employees should be able to use their time, but it should be all employees. Vice Chairman Clark feels the office should stay open and have sufficient staff to run the town. Mrs. T. Connor said 2 individuals have brought this up. Mr. Ventresco said he does not now how the surrounding towns are paying for that day off. Chairman Clow said if you project it out and add up all the employees it is a significant cost. Mr. Ventresco questions how it would affect the Police Department. Chief Begin said if you are giving it off as a day off not a holiday it would not change the cost. Chairman Clow said Mr. Ventresco is right in saying that it

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would not cost more money. Selectman Butt thinks they should give it as an option to take the day off using their vacation time and say all employees or nothing. Selectman Lacasse said if all the employees in the building agree to use their vacation time then they can close the building.

It was decided that if all employees want the day off the building will be closed; if not all employees agree to use their own vacation, bonus or comp time then Mr. Ventresco will have to choose which employees can have the day off to allow for sufficient coverage.

Chairman Clow moved, Vice Chairman Clark seconded to enter into non public session @ 10:37 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0

_____ moved, Selectman _____ seconded to come out of non public session @ p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary